



The
Grammar
School
Nicosia



DISCIPLINE POLICY

POLICY APPROVED: JUNE 2025

NEXT REVIEW DATE: JUNE 2026

PERSON IN CHARGE: MR HARRY CHRISTOFI
(HEADMASTER OFFICE)

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Discipline Policy

Discipline is the responsibility of all teachers and students, whether in the classroom or generally around the school. Incidents of misbehaviour, including absences and lateness, must never be ignored and should be dealt with immediately, where possible.

1st time offence: warning, verbal. (a verbal warning)

2nd time offence: the offence is recorded on the **discipline referral form** and the student is asked to see the Head of Year the following break.

1.1 Uniform Disciplinary Actions

If a student is not in proper uniform, or his/her appearance is judged to be unacceptable:

- The teacher will send the student to any of the Heads of Department available.
- Upon a first offence, students will be dismissed for the remainder of the school day and sent home.
- If the student does not report to any of the Heads of Department, as instructed, this will be considered a serious offence (case) of insubordination, and the matter is directly referred to the Discipline Committee which will act according to the [Discipline Categories](#).

1.2 Serious Offences Disciplinary Actions

Serious or repeated offences will be referred directly to the Deputy Headmaster in charge of discipline and/or the Discipline Committee and appropriate sanctions will be imposed according to the [Discipline Categories](#).

The offence is also recorded on the **discipline referral form** by the teacher.

It should be noted that repeated offenders may not be allowed to participate in school trips abroad and/or other school activities during the current or the following academic year.

Students with serious and repeated discipline offences in their records may not be accepted for registration the following academic year. At the end of each academic year, the Deputy Headmaster in charge of discipline will bring such cases to the Discipline Committee and with the Director General's approval, call the Teachers' Council to decide accordingly. The same procedure will be followed for students with a significant number of unexcused absences.

1.3 Communication with Parents/Guardians

Parents will be contacted when deemed appropriate (as an investigation may still be on going). Parents/guardians will be informed in writing and by phone about both the incident, and any penalty imposed by the Deputy Headmaster. The Grammar School ethos emphasizes that

students who misbehave are offered guidance and counselling measures to help them improve their behaviour.

1.4 Discipline Committee Procedures

The Discipline Committee is composed of the Senior Headmaster (or in his absence by the Second Headmaster) as the President, a Deputy Headmaster, the teacher in charge of the student and three other teachers (including at least one relevant Head of Department). The Director General may participate as an observer.

The Discipline Committee may impose disciplinary actions ranging from guidance to suspension at home (up to eight days), depending on the severity and frequency of the offences. The Committee's decisions on suspension or other penalties are final unless referred to the Teachers' Council for expulsion.

1.5 Discipline Categories

The table below includes a variety of offences and the corresponding actions to be taken. Offences are categorized into three levels, with each category having specific restorative actions detailed according to the type of offence. The list is not exhaustive.

OFFENCES		
Category 1	Category 2	Category 3
Being talkative/noisy in class despite warnings by the teacher	Cheating during a test	Involvement in fighting (physical)
Late entry	Disrupting lessons	Verbal abuse of a teacher
Absences	Leaving school premises without permission	Bullying (of any kind)
	Involvement in fighting (verbal)	Stealing (any value)
	Insubordination	Recording video and taking photos of other persons without their permission.
	Disrespect towards teacher	Aggressive behaviour.
	Smoking	Intentional damage to property
	Possession of vaping equipment	
	Plagiarism.	
	Not reporting to the Headmasters/Heads when instructed to do so.	
Restorative Actions		
<ul style="list-style-type: none"> • In school suspension • Up-to one day out of school suspension • School Social Service 	<ul style="list-style-type: none"> • 1 to 3 days out of school suspension 	<ul style="list-style-type: none"> • 3 to 8 days out of school suspension